

Student ID Number

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Application for admission to re-take an examination before an examination board

(pursuant to § 77 para. 3 UA 2002 in combination with University Charter Part B § 15)¹

Degree programme:

Programme code:

Family name and first name:

Telephone number:

E-mail:

Exam date: _____ This constitutes the _____ attempt to take this exam.

Examination mode: written² oral oral³ (change in the method of examination acc. to § 15 para 3a University Charter Part B)

In the case of written examinations: electronic yes no (mark as applicable)

Course:		
Number:	Type:	Semester hours:
Course instructor:		ECTS credits:
Course title:		

or

Modular Examination:	
Semester hours:	ECTS credits:
Examiner:	
Examination subject:	

Place, date

Student's signature

Please turn over!

¹ According to § 77 para. 2 UA 2002 in combination with University Charter Part B § 15 paras. 1 and 2, as published in the University Bulletin of 18.03.2015, examinations for which the student received a negative assessment can be re-taken three times, i.e. the student can attempt to take the examination four times. For detailed information on this and in the special case that the first attempt took place before Oct. 1st, 2011 please see: <https://www.aau.at/en/study/studying-at-aau/during-your-programme/examinations/>.

² In principle, written repeat examinations conducted by an examination board are scheduled to coincide with regular examination dates. The possible dates are therefore predefined as the regular examination dates announced previously.

³ This change in the method of examination requires a request (to be made on the occasion of the application for examination) which is submitted by selecting this option.

This application must be submitted to the Programme Director **no later than two weeks** before the **examination date**.

TO BE COMPLETED BY THE PROGRAMME DIRECTOR:

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Candidate:

Examination board⁴

Chairperson:

Examiner:

Examiner:

Examiner:

Examiner:

Place, date and time of the examination:

Approval by the Programme Director

CC: Applicant

Members of the examination board

Office of Academic Affairs

Admissions Office

eLearning Department (if the exam is an electronic examination)

Important note for students:

Take a copy of the approved application with you when you attend the examination. You will not be permitted to take the examination without the form!

If it is an **electronic** examination, please contact the eLearning Department (elearning@aau.at) **at least two weeks before the date of the examination or the beginning of the examination week**.

If your laptop has not yet been assessed by a member of the eLearning Department, or if you require a computer on loan, please contact the eLearning Department **at least two weeks in advance**.

Please refer to elearning.aau.at for contact details.

⁴ In the case of the third attempt to re-take an examination, the Rector for Academic Affairs is included as a member of the examination board and must act as chairperson. If it is a so-called "**examination marking the culmination of studies**" (it must be explicitly defined as such in the curriculum), the **examination board** is comprised of **five members**.